

1 MINUTES OF THE
2 December 18, 2008 Meeting of the
3 Easton Planning & Zoning Commission
4

5 Members Present: John Atwood, Chairman, and members, Tom Moore, Steve Periconi,
6 Linda Cheezum and Dan Swann.
7

8 Staff Present: Tom Hamilton, Town Planner, Zach Smith, Current Planner, Lynn
9 Thomas, Long Range Planner and Stacie Rice, Planning Secretary.
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11 Mr. Atwood called the meeting of the Planning & Zoning Commission to order at 1:00
12 p.m. The first order of business was the approval of the minutes of the Commission's
13 November 18, 2008 meeting. Upon motion of Mr. Swann seconded by Mr. Periconi the
14 Commission voted 5-0 to approve the minutes.
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16 The first item discussed was **101 Bay Street** requesting sketch site plan review
17 for a 17,110 square foot three story office building. Property is a 3.36 acre parcel
18 currently improved with a large office building housing several financial services and
19 office tenants. Mr. Bill Stagg, the applicant's agent, explained they propose to construct
20 on the east side of the site with a new 3 story office building. They also propose to
21 subdivide the property, creating an independent parcel for each of the 2 buildings.
22 Proposed architecture would be brick and cast stone similar to the existing building. The
23 landscaping meets the minimum requirements for the CR district. Mr. Stagg explained
24 they plan to preserve several existing mature trees.
25

26 The project proposes to provide 133 total off-street parking spaces to serve both the
27 existing and proposed buildings. Mr. Stagg stated they propose to create a pedestrian
28 crossing for Bay Street in order to more safely link the municipal parking facility to the
29 subject property. The following was comments from the public. Tom Campi – Owner of
30 19 Bay Street was concerned with the parking, architecture and the pedestrian crosswalk.
31 Tom Alspach – Concerned with the building encroaching into the 100' buffer. Upon
32 motion of Mr. Moore, seconded by Mrs. Cheezum, the Commission voted 3-2 (Mr.
33 Periconi & Mr. Swann opposed) to approve the sketch site plan and subdivision and
34 presented.
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36 The next item discussed was **202 Port Street** requesting PR sketch site plan
37 review for modifications to an existing multi-family building which does not strictly
38 adhere to the required side yard setbacks. The site is a .14 acre parcel, located at 202 Port
39 Street and is zoned R-7A. The property is located in the Planned Redevelopment District
40 and the Historic District. Mr. Smith explained that the existing structure does not meet
41 the minimum side yard setbacks in the R-7A district as it was constructed before these
42 minimum setbacks existed. The proposed addition to the existing structure also does not
43 conform to the minimum setbacks in this district. Joan Derby, applicant explained that
44 the existing structure is a single family detached house that has been converted into 3
45 apartment units. The plan proposes to leave intact the front section of the existing
46 building (approximately 15 feet plus the existing front porch). The rear section of the
47 structure is proposed to be removed and replaced with a larger addition. The Historic
48 District Commission is in the process of reviewing the proposed architectural changes to
49 the structure. Upon motion of Mr. Moore, seconded by Mr. Periconi the Commission
50 voted 5-0 to approve the PR sketch plan as presented.
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5 The next item was **Easton Village** proposing amendments to minimum setback
6 requirements. Mr. Mike Burlbaugh of Elm Street Development explained that Easton
7 Village is a 250 unit residential PUD currently under construction. Mr. Burlbaugh
8 explained they would like to amend the setback requirements within this subdivision.
9 Currently the required minimum setbacks vary from one lot to the next based on the type
10 of lot as depicted in the pattern book. Mr. Burlbaugh explained that he has encountered 2
11 general problems in adhering to the current setback requirements. 1.) In some instances
12 there are utility easements that are more restrictive than the minimum setbacks and/or
13 permitted encroachments. This has limited the developer's ability to use the lots in the
14 manner and intensity contemplated by the original design as depicted in the pattern book.
15 2.) The developer has also encountered difficulty in situating standardized housing
16 products, specifically from Ryan Homes on the platted lots. The plan for this subdivision
17 generally foresaw custom built homes-the design of which would be configured based on
18 the restriction of an individual lot. Upon motion of Mr. Periconi, seconded by Mr. Moore
19 the Commission voted 5-0 to approve a minor change to the PUD.
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21 The next item was the **Comprehensive Plan Transportation Map**. The next
22 item discussed was the remaining issues associated with the Comprehensive Plan. Mr.
23 Thomas explained that there were a few issues remaining regarding the Transportation
24 Element of the Plan. He read through a memorandum that he had sent the Commission
25 outlining what he saw as the major outstanding issues or decisions to be made.
26 Specifically he highlighted six recommendations that the "Ad-Hoc Group for the
27 Preservation of the Easton Club East Community" had made in a Report they submitted a
28 few months ago that they apparently expect direct decisions on at this time. He stated
29 that he thought that if, as he assumed was the case, the Commission had decided last
30 month that there would be no single "East-side Collector" proposed in this Plan, several
31 of the recommendations would be rendered moot. He stated that as he saw it, there were
32 three remaining issues which are:

- 33 1. Should Beechwood Drive be allowed to continue on to the adjacent parcel as
34 designed or should it be abandoned where it now stops?
- 35 2. Should no road be allowed to connect to Beechwood Drive from outside the
36 community without the consent of a majority of the residents of the community?
- 37 3. Is the land immediately north of the terminus of Beechwood Drive a suitable
38 location for a Town Park?

39 Next, Mr. Hamilton described the proposed Transportation Plan Map and revisions that
40 had been made to it since it was first presented in the meeting held at Easton High
41 School. He focused primarily on proposed changes from the existing Transportation Plan
42 Map. The Commission then discussed various issues concerning the Transportation Plan
43 Map. Several members spoke in support of terminating Beechwood Drive, contrary to
44 the current Plan, and making it terminate where it does now at the northern boundary of
45 Easton Club East. Following all of this discussion, Mr. Atwood made a motion that
46 Beechwood Drive not be allowed to continue from Easton Club East to the adjacent
47 parcel to the north. Mr. Periconi added that Beechwood Drive should terminate at a new
48 Town Park to be constructed on the adjacent (northerly) parcel upon the development of
49 that parcel.

4 Mr. Atwood agreed to this refinement of the motion and Mr. Periconi seconded it. The
5 Commission then voted 4-1 (Mr. Moore opposed) in favor of this motion. The
6 Commission then stated that this action also answered the other two questions. The
7 second was answered "No" and the third was answered "Yes" (although on this one issue
8 they did record another vote, which was also 4-1 in favor).

9 The next item was from staff concerning **2009 Zoning Ordinance Amendments**.
10 Mr. Thomas presented the annual packet of Zoning Ordinance Amendments to the
11 Commission. He indicated that he simply took the list that was discussed at November's
12 meeting and developed proposed Ordinance language for those amendments that the
13 Commission wanted to pursue. Mr. Thomas also pointed out that he distributed to the
14 Commission during lunch, copies of two other possible amendments. One of these is
15 from Mr. Tettelbaum of the Board of Zoning Appeals who offered to draft some language
16 regarding what constitutes going out of business and the other was from Mr. Bollman of
17 the Historic District Commission who wanted to make a procedural change to the section
18 concerning the Historic District. The Commission suggested revisions to the proposed
19 language concerning solar panels, signs for schools, and grand opening banners.
20 Thereafter, upon motion of Mr. Swann, seconded by Ms. Cheezum, the Commission
21 voted 5-0 to recommend to the Town Council that they approve the proposed packet of
22 Zoning Ordinance Amendments, as revised.

23 The next item was also from staff concerning extension of **Temporary Office**
24 **Facility for Memorial Hospital**. The Commission approved the installation of
25 temporary office facilities on the Memorial Hospital Campus near Biery Street for a four-
26 year period ending July 1, 2008. To accommodate continued space demands, on August
27 21, 2008 the Commission unanimously extended approval for these temporary facilities
28 through December 21, 2008. Due to unanticipated construction delays and based upon
29 the current (incomplete) status of new office space located within the hospital structure it
30 appears that the staff will not be able to move out of the temporary trailers until early
31 January 2009. Mr. Showalter is requesting a one-month extension of the temporary use
32 approval through January 31, 2009. The commission voted unanimously to approve the
33 request.

34 Mr. Periconi asked the Commission to consider the Commission holding their
35 meetings in the evening instead of the day. Mr. Thomas is to look into when other towns
36 meet and will report to the Commission at their next meeting.

37 The next item was from staff concerning the final plats for **Easton Village, Phase**
38 **5**. Mr. Hamilton asked that the Commission authorize their Chairman to sign the plats
39 when appropriate. Upon motion of Mr. Periconi, seconded by Mrs. Cheezum the
40 Commission voted 5-0 to authorize Mr. Atwood to sign the plats for Easton Village,
41 Phase 5.

42 There being no further business the meeting was adjourned at 3:55 p.m. by
43 motion of Mr. Periconi, seconded by Mr. Atwood.

44 Respectfully submitted,

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46 Stacie S. Rice
47 Planning Secretary